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# Civil Air Patrol

## **Financial Record For Units Below Wing Level**

Year:

		:

xpenditures (	Con't			
ccount No.	AccountTitle	Δ.	mount	
6770	Senior Activities	\$		
6825	Mission Expenditures			
6950	Insurance - Vendors	·		
7300	Awards			
7400	Bookstore Purchases - Materials & Supplies			
7401	Depot Purchases - Materials - Supplies			
7404	Payments to National Headquarters			
7420	Expenditures to Other CAP Entities			
7445	Public Relations and Publicity			
7450	Taxes - Other			
7490	Miscellaneous			
7491	Note Payments			
7492	Real Property Purchased			
7493	Aircraft Improvements Purchased			
7494	Vehicles Purchased			
7495	Communication Equipment Purchased			
7496	Other Equipment and Furniture Purchased			
9910	Lobbying Expenditures			
9960	Unrelated Business Income Expenses	<del></del>	<del></del>	
	Total Expenditures	•••••	\$	
ash in bank/s	avings account per unit records, Sept 30, 19_		\$	
Bank/Credit U Address:	Inion for Unit Funds:			
inance Offic	er: Telephone	#	Date:	

CAP FORM 173-2 PREVIOUS EDITIONS ARE OBSOLETE JUL 96

HQCAP(98-2913)10M

#### *Note:*

Remove Staples
From Book
To Use This Form 173

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#### CIVIL AIR PATROL

		WING
	UNIT NAME	UNIT NUMBER
Cash in bank/s Add: Receipt		\$
Account No.		Amount
3000	Membership Dues	\$
3110	Contributions	
3190	Government Contributions	
3200	Government Appropriations - Programs	
3205	Government Appropriations - General	
3238	Receipts From National Headquarters	
3280	Receipts From Other CAP Entities	
3400	Senior Activities	
3425	Cadet Activities	<del></del>
3450	Flight Activities	
3500	Investment Income - Saving & Temp Inve	estments
3810	Other Receipts	
4000	Materials and Supplies Sales	
4420	Insurance Collected	
4600	Fundraising/Special Events and Activities	s
4920	Salvage Proceeds	
4960	Unrelated Business Income	<del></del>
		<u></u> \$
Total Beginnin	g Bank Balance and Receipts During Year	\$
Less: Expend	litures	
5000	Grants and Allocations	\$
5100	Salaries	*
5315	Workers Comp Insurance	
5400	Payroll Taxes	
5500	Fundraising Fees	
5525	Fundraising Activities	
5555	Accounting Services	<del></del>
5575	Legal Services	- WITH A SH
5600	Office Supplies	<del></del>
5630	Materials and Supplies	, <del></del>
5635	Materials and Supplies - Cost of Sales	
5700	Telephone	
5800	Postage and Shipping	
5920	Facility Expenditures	
6005	Aircraft Operations and Maintenance	
6040	Vehicle Operations and Maintenance	<del></del>
6055	Communication Operations and Mainten	ance
6060	Other Equipment Operations and Mainte	
6110	Printing and Publications	
6200	Travel	
6350	Conferences and Meetings	
6410	Interest Expense	
6760	Cadet Activities	<del></del>

## **RECEIPTS RECORD** #3280 FROM OTHER CAP UNITS #3205 GOVERNMENT APPROVED GENERAL #3238 FROM NATIONAL HEADQUARTERS #3200 GOVERNMENT APPROVED PROGRAMS #3000 MEMBERSHIP #3110 #3190 #1015 **AMOUNT** CONTRIBUTIONS GOVERNMENT DATE FROM WHOM RECEIVED CONTRIBUTIONS RECEIVED DUES

### **RECEIPTS RECORD** #3810 OTHER RECEIPTS #3425 CADET #3500 INVEST INCOME #3400 #3450 #4000 MAT & SUPPLY #4420 INSURANCE #4600 FUNDRAISING #4920 SALVAGE #4960 UNRELATED SENIOR FLIGHT ACTIVITIES ACTIVITIES **ACTIVITIES** SAVINGS & TEMP SALES COLLECTED **ACTIVITIES PROCEEDS BUS INCOME DESCRIPTION OF OTHER RECEIPTS**

## **EXPENDITURES RECORD** #5400 PAYROLL TAXES #5555 ACCOUNTING SERVICES #5500 FUNDRAISING FEES #5525 FUNDRAISING ACTIVITIES #5315 WORKERS COMP #1015 #5000 #5100 GRANTS & ALLOCATIONS CHECK CHECK SALARIES DATE TO THE ORDER OF AMMOUNT INSURANCE NUMBER

# **EXPENDITURES RECORD** #5400 PAYROLL TAXES #5500 FUNDRAISING FEES #5525 FUNDRAISING ACTIVITIES #5555 ACCOUNTING SERVICES #1015 CHECK #5000 GRANTS & #5100 SALARIES #5315 WORKERS COMP CHECK DATE TO THE ORDER OF NUMBER **AMMOUNT ALLOCATIONS** INSURANCE

	EXPENDITURES RECORD											
#5575 LEGAL SERVICES	#5600 OFFICE SUPPLIES	#5630 MATERIALS & SUPPLIES	#5635 MAT & SUPPLIES COST OF SALES	#5700 TELEPHONE	#5800 POSTAGE & SHIPPING	#5920 FACILITY EXPENSES	#6005 AIRCRAFT OPERATIONS & MAINTENANCE	#6040 VEHICLE OPERATIONS & MAINTENANCE	#6055 COMMUNICATIONS OPERATIONS & MAINTENANCE	#6060 OTHER EQUIP OPERATIONS & MAINTENANCE	#6110 PRINTING & PUBLICATIONS	
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#### **EXPENDITURES RECORD** #6005 AIRCRAFT OPERATIONS & #6040 VEHICLE OPERATIONS & MAINTENANCE #6055 COMMUNICATIONS OPERATIONS & MAINTENANCE #6060 OTHER EQUIP OPERATIONS & MAINTENANCE #6110 PRINTING & PUBLICATIONS #5575 #5600 #5630 #5700 #5635 LEGAL OFFICE MATERIALS & MAT & SUPPLIES **TELEPHONE** POSTAGE & FACILITY SERVICES **SUPPLIES** SUPPLIES **COST OF SALES** SHIPPING **EXPENSES** MAINTENANCE

EXPENDITURES RECORD											
#6200 TRAVEL	#6350 CONFERENCES & MEETINGS	#6410 INTEREST EXPENSE	#6760 CADET ACTIVITIES	#6770 SENIOR ACTIVITIES	#6825 M!SSION EXPENSES	#6950 INSURANCE - VENDORS	#7300 AWARDS	#7400 BOOKSTORE PURCHASES	#7401 DEPOT PURCHASES	#7404 PAYMENTS TO NATIONAL	#7420 PAYMENTS TO OTHER CAP UNITS
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	EXPENDITURES RECORD										
#6200 TRAVEL	#6350 CONFERENCES & MEETINGS	#6410 INTEREST EXPENSE	#6760 CADET ACTIVITIES	#6770 SENIOR ACTIVITIES	#6825 MISSION EXPENSES	#6950 INSURANCE - VENDORS	#7300 AWARDS	#7400 BOOKSTORE PURCHASES	#7401 DEPOT PURCHASES	#7404 PAYMENTS TO NATIONAL	#7420 PAYMENTS TO OTHER CAP UNITS
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# **EXPENDITURES RECORD** #9960 UNRELATED BUSINESS INCOME EXPENSES #7496 PURCHASED EQUIP & FURNITURE #9910 LOBBYING EXPENSES #7492 REAL PROPERTY PURCHASED #7493 AIRCRAFT IMPROVEMENTS PURCHASED #7494 PURCHASED VEHICLES #7495 PURCHASED COMM EQUIPMENT #7445 PUBLIC RELATIONS & PUBLICITY #7490 MISCELLANEOUS #7491 #7450 NOTE TAXES -PAYMENTS OTHER

# **EXPENDITURES RECORD** #7445 PUBLIC RELATIONS & PUBLICITY #7450 TAXES -#7492 REAL PROPERTY PURCHASED #7490 #7493 AIRCRAFT IMPROVEMENTS PURCHASED #7494 PURCHASED VEHICLES #7495 PURCHASED COMM EQUIPMENT #7491 #7496 PURCHASED EQUIP & FURNITURE #9910 LOBBYING EXPENSES #9960 UNRELATED BUSINESS INCOME EXPENSES MISCELLANEOUS NOTE OTHER **PAYMENTS**